

DIRECTOR OF EMERGENCY SERVICES

General Statement of Duties

Performs highly responsible supervisory and administrative work requiring independent judgment in major activities related to several different departments under the supervision of the County Manager.

Distinguishing Features of the Class

An employee in this class supervises Emergency Medical Services, Emergency Management and Code Enforcement. Work involves a broad scope of public contacts, a variety of technical and detailed knowledge, and considerable independent initiative and judgment. Employee performs all administrative functions such as planning and budgeting, policy and procedure development and personnel related functions. Employee must be knowledgeable of State Codes, Emergency Management activities and plans and Emergency Medical Services Operations. Work is subject to both inside and outside environmental conditions. Work is supervised by the County Manager and is evaluated through conferences, results of work, reports, and public feedback.

Duties and Responsibilities

Essential Duties and Tasks

Temporarily serves as the Emergency Management Coordinator (Job Description attached).

Supervising twenty or more employees in four separate departments; Tracking their time and ensuring job duties are being met.

Provides information services to various groups on a variety of job related issues; Makes public presentations.

Prepares departmental budgets, maintains accounts, purchases equipment and supplies and performs other administrative duties.

Makes and maintains professional relationships with a wide variety of public contacts.

Makes effective decision making to better departments and prevent difficult situations.

Ensures compliance with federal, state and local regulations, procedures and contracts.

Determines priorities and needed resources; makes assignments; provides advice and direction; resolves and troubleshoots procedures; organizes work and staff with departmental goals and objectives.

Supervises recruiting, selecting, and training of personnel, advises, directs, and consults with subordinate staff on matters of training, work assignments, scheduling, and discipline.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of federal, state, and local policies, procedures, and regulations pertaining to all supervised departments.

Considerable knowledge of all County administrative policies and procedures including personnel, budgeting, and purchasing.

Ability to interpret, explain, and apply a wide variety of policies, procedures, and regulations.

Ability to prepare reports and make effective public presentations.

Ability to establish and maintain effective working relationships both internally and externally.

Ability to plan, organize and direct work to meet deadlines and governmental requirements.

Ability to communicate effectively with the public.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pound of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare data and statistics, to work with accounting processes, to operate a computer terminal, and to perform extensive research and reading.

Education and Experience

Graduation from a four year college or university with a Bachelor's degree in business supplemented by considerable experience in public administration, including management experience; or an equivalent combination of training and experience.

Special Requirements

Possession of a valid North Carolina driver's license.